

REQUEST FOR PERSONNEL ACTION

PPPS # 150918268

Released 05/26/15

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Reassignment to Standardized PD	2. Request Number PLMG-15-31
3. For Additional Information Call (Name and Telephone Number) Ben Krehbiel 913-551-7106	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ben Krehbiel, IRMS Chief <i>Ben Krehbiel 3/17/15</i>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Janet Shearer, SIIM Branch Chief <i>Janet Shearer 3/17/15</i>

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) PROPST, MICHAEL A.	2. Social Security Number 00030045	3. Date of Birth	4. Effective Date 5-31-15
FIRST ACTION 5-A. Code 721		SECOND ACTION 6-A. Code	
5-B. Nature of Action Reassignment to Standardized PD		6-B. Nature of Action	
5-C. Code NTM		6-C. Code	
5-D. Legal Authority Reg. 335.102 Reckless		6-D. Legal Authority	
5-E. Code		6-E. Code	
5-F. Legal Authority		6-F. Legal Authority	

7. FROM: Position Title and Number Information Technology Specialist WOAF 0000 0016133										15. TO: Position Title and Number IT Specialist (CUST SPT) 5130040									
8. Pay Plan GS	9. Occ. Code 2210	10. Grade or Level 12	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 12	19. Step or Rate	20. Total Salary/Award	21. Pay Basis								
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay					
14. Name and Location of Position's Organization EPA Region 7 PLMG/SIIM/IRMS Information Technology Branch 11201 Renner Blvd Lenexa, KS 66219										22. Name and Location of Position's Organization EPA Region 7 PLMG/SIIM/IRMS Information Technology Branch 11201 Renner Blvd Lenexa, KS 66219 45801 WOAF 0000									

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Pref for RIF YES NO			
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant			
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule F			
33. Part-Time Hours Per Biweekly Pay Period											

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career		35. FLSA Category E - Exempt N - Nonexempt N		36. Appropriation Code <i>No Change</i>		37. Bargaining Unit Status 1043							
38. Duty Station Code 20-3080-091		39. Duty Station (City - County - State or Overseas Location) Lenexa-Johnson-Kansas											
40. Agency Data		41.		42.		43.		44. Moderate Risk					
45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 - USA 8 - Other		50. Veterans Status		51. Supervisory Status 8	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function <i>Budget</i>	Initials/Signature <i>M. Anginich</i>	Date 3/17/15	Office/Function	Initials/Signature	Date
B. 52	<i>E. Embry</i>	3/18/15	E.		
C. SSC	<i>E. Embry</i>	3/19/15	F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

GPPA Chptr 17
Dblc 14-D
RVC E

The personnel action requested on this SF-52 has been approved and processed in the Federal Personnel & Payroll System (FPPS). This SF-52 has been scanned into eOPF in order to preserve a record of management's request for and authorization of the personnel action.

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

K27

K18

POSITION REVIEW QUESTIONNAIRE FOR DESK AUDIT PROCESS
With Sections Completed by Employee & Supervisor

To Be Completed By Employee:

Please read this entire questionnaire over before answering any of the questions. Do not leave any questions blank. Answer each question specifically and as completely as possible. Write as for a person not familiar with your duties or your unit. Make your information sufficiently clear to be understood by such a person.

This questionnaire is not intended to obtain information about the particular person holding a particular position . . . we desire information only about the position itself. Type or print legibly.

Organization/Office/Division/Branch: **PLMG/SIIM/IRMS**

Date: **11/6/2014**

Your Name: **Michael A. Propst**

Title/Series/Grade: **IT Specialist/2210/GS-2210-12**

Immediate Supervisor: **Ben Krehbiel**

Title/Series/Grade:

INTRODUCTION

1) Nature and Variety of Work

- a. What is the purpose of the work that you do? **Information Technology related duties in the area of Web, Audio Visual, SharePoint, and Contracting Officer Representative (COR) tasks. My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing**
- b. What different tasks are performed? What issues are dealt with, and with what individual field of research or analysis are you concerned. If you have different assignments in rotation over a given period, explain what they are and how you perform them.

My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing

- **National Web Council Infrastructure Coordinator for Region 7**
- **Regional Web Master for Internet and Intranet**
- **Intranet Content Administrator**
- **Regional Audio Visual Systems Specialist**
 - **AV equipment operations in 43 rooms.**
- **Building Digital Signage System Administrator**
- **VBrick VEMS/VOD Server Administrator**

*Supervisor's
responses*

- **SharePoint Site Collection Administrator**
 - **Regional Adobe Connect Contact and Trainer**
 - **RoomWizard Scheduling Administrator**
 - **Regional Video Teleconference Administrator**
 - **Regional 508 Compliance Representative**
 - **Reasonable Accommodations Request technical advisor.**
 - **Contracting Officer Representative (COR) for the following contracts**
 - **Virtual Desktop Integration (Citrix) (R7Fly Environment)**
 - **Building Network Cabling Contract**
 - **Audio Visual Integration Contract**
 - **VBrick Service and Support Contract**
 - **Audio Visual Service and Support Contract**
 - **Other contracts as assigned/requested.**
- c. What essentially different skills, knowledge's, personal attributes, or special techniques are needed for the work performed and to what extent? **High level of knowledge and skill in web development using HTML, PHP, JavaScript, CSS, MySQL, and Drupal Content Management System. Level 2 Contracting Officer Representative Certification. Detailed knowledge of the Regions audio visual systems configuration and troubleshooting skills and techniques. High level of customer service, communication, and problem solving skills. Ability to work independently without supervisor direction. Knowledge of agencies video teleconference network setup and configuration. High level of SharePoint community administration and SharePoint configuration, design, and development. High level of skills and knowledge for the VBrick system configuration and administration to include VEMS Server, Encoders, Set Top Boxes, VOD Server, Digital Signage Server, and Digital Signage Players operation and design. High level of knowledge of the EPA Web Guide and Policies. High level of knowledge of the RoomWizard system configuration, programming and set up.**
- d. What problems arise in the course of the work? **Audio Visual System configuration issues or system failures to include all installed conference room audio video, mobile video conference systems, VBrick systems, and RoomWizard systems. Urgent Regional and National internet web posting requests. Server connection issues. SharePoint configuration and operation.**
- e. To what extent are you responsible for planning your own work, originating new techniques, establishing criteria, etc.? **100%**
- f. What actions can you take or what statements can you make that are binding on your office or the agency? How extensive is the effect of these actions or decisions? Do these actions affect only one case or does it set precedents for future actions on similar cases? **As a member of the EPA National Web**

Council I have a vote on all policies and procedures of the EPA's web presence. I work directly with system support contractors and provide technical direction. As new tasks arise the way they are handled and acted upon does set a precedents for future actions of similar events.

- g. If your work has undergone a substantial change, where did the duties come from? From other positions? New Programs? Identify which ones. **In my opinion my Position Description is 100% inaccurate and does not effectively capture the details of any of the work I do. Upon initial hiring my primary duties were web development with some small contract work. The audio visual support was brought on from another division and because of some previous work in audio visual outside the agency this became a new duty for me. Web master duties were assigned to me from another position along with the Web Council duties. Video teleconference duties were assigned from another position. The extensive audio visual support, VBrick administration, digital signage administration, and RoomWizard administration came a part of a new program/installation. SharePoint Community Administrator was assigned as part of a new program**
- h. What do you consider the most important knowledge for this position? **I would say the fact that I am currently the only one in the Region with detailed knowledge of both the internet and intranet infrastructure, design and programming. Also I am the only one with extensive knowledge of all aspects of the audio visual systems to include conference room design and configuration, VBrick, digital signage, video teleconference, and Room Wizards. I am also very skilled and have great knowledge of the level 2 contracting officer representative duties.**
- i. About how long was your formal training for this position. On-the-job training? **4 years of college resulting in a Bachelors Degree in Computer Systems Technology for the web work. All of the audio visual related duties were all learned hands on independently.**
- j. How do you keep abreast of the developments in your field? **Technical email subscriptions, webinars, Skillport, EPA training sessions, individual research and study. Possibly in the future some formal training on SharePoint development.**

2) Nature of Supervisory Control

- a. What kinds of questions do you generally take to your supervisor? What actions have to be cleared with the supervisor? **The questions I take to my supervisor is for proceeding with actions that would have an effect on the regional intranet homepage. Anything that may require senior leader, labor relations or union**

approval

- b. Is the work sorted so that you get a specific type? **Most of my work comes directly to me requested from the end user. Purchase requests and some contract work is assigned directly from my supervisor.**
- c. How do you learn how to handle unfamiliar work items? **Research, for example I was just recently assigned the duties of SharePoint Community Administrator so I spent time attending agency provided training, taking Skillport training and research and searching web sources. Also learn through reading agency policies, procedures, and standards. Reaching out to my counterparts throughout the agency.**
- d. How much of your work is reviewed? Is your work reviewed in process or at the end? What is it primarily reviewed for? How often? Work that receives no review at all? **At some levels I guess about 80% of my work is reviewed by someone. As far as my immediate supervisor I would say that maybe 5% of the work I complete is reviewed. Most of my work review would be by the end user once I have completed a request. The review by end user would be for accuracy of the work compared to the request. Most if not all of my work in audio visual receives no review.**
- e. Do you receive advice or instructions from anyone other than your supervisor? What kind of work is assigned by the supervisor? **Yes, I work directly with the Office of Public Affairs for internet related tasks. The Web Council is a 2 person job, one for infrastructure (myself) the other for content (which resides in OPA). The request to update or create new content for the internet comes directly from OPA. Recently the only work assigned or requested from me by my immediate supervisor is contract related, creating purchase request in EAS, and a few requests to research possible ways to use SharePoint for solutions to replace old technology currently used.**
- f. What kinds responses must be (or usually are) discussed with the supervisor or a senior employee before they are completed? **Any spending request greater than \$3000 as they have to go in EAS, and anything that creates a change in the regional intranet home page.**
- g. Do you receive the general run of assignments in the division/branch/section, or is your work restricted to the least or most difficult assignments? Explain. **I am the only one I the section with skills and knowledge in web and audio visual and received all assignments related to web and audio visual work. I currently receive the majority of requests for submitting both small and large purchase requests.**
- h. What problems are you required to refer to your supervisor? In what instances do

you decide what problems should be referred to your supervisor? **Any problem that does or could produce a regional or national change in major processes. There are very few problems that I encounter that I cannot resolve independently. Along with that several of the problems that I may encounter are outside the realm of our section and I have to take them to a different division or to the national level for attention.**

- i. How and by whom is your work reviewed? What is the purpose of the review made of your work? **Internet web work is reviewed by the Office of Public Affairs for accuracy to the request. Some end users will review requested work for accuracy. In most cases my work is independently reviewed by myself.**
- j. What final actions can you take that are not reviewed? **I take most final actions without review with the exception of specific request from the Office of Public Affairs for specialized internet postings.**
- k. How and by whom is your work reviewed? What is the purpose of the review made of your work? **Internet web work is reviewed by the Office of Public Affairs for accuracy to the request. Some end users will review requested work for accuracy. In most cases my work is independently reviewed by myself.**
- l. What final actions can you take that are not reviewed? **I take most final actions without review with the exception of specific request from the Office of Public Affairs for specialized internet postings.**

3) Guidelines

- a. What regulations, procedures, manuals, precedents, or other such guides do you use in your work? **The EPA Web Guide governs all web development for the internet in the agency. Agency COR Guidance. Audio visual procedures were created by me and are reviewed and updated regularly. Various technical manuals and web resources for programming, system configuration, design. EPA SharePoint Governance.**
- b. Which do you use most often? How often? What for? **The 2 most widely used are the EPA Web Guide and EPA SharePoint Governance as these are agency specific and provide guidance on agency standards and procedures.**
- c. If a case comes up which is not covered by regulations, precedents, written instructions or other guidelines, what action do you take and on what basis? **It really depends in what task it presents itself. If it is audio visual related I create the process and guidance myself, this also applies to intranet related**

tasks. If it is internet related which is public facing I consult with the Office of Public Affairs and OEI on the National level.

- d. If you perform research or analytical work, is the material in the field well organized and classified? How does this affect your work? **I have done extensive research in audio visual solution for the region, I believe I am very organized and keep all of my files and data in a very clear and understandable format. I manage the web analytics for the region and regularly prepare reports and data for the Office of Public affairs on internet analytics. This has no effect on my work as it falls into my assigned duties**

4) Complexity

- a. What is the most difficult aspect of your position? What steps does it involve? **Balancing the daily workload and being able to continue work on existing projects.**
- b. What proportions of time do you spend on each of your major duties? **This can really vary from day to day and week to week but as an overall average I would say the following. My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing**
- Internet – 20%
 - Intranet – 15%
 - Audio Visual Support (VBrick, Digital Signage, VTC) – 10%
 - RoomWizard – 5%
 - Contracts – 10%
 - Web Analytics – 5%
 - 508 Compliance – < 1%
 - SharePoint – 10%
 - Adobe Connect – 5%
 - Web Council Duties – 20%
- c. How do you know what priority you must give to different parts of your position? **I have created a priority system myself that I assess my daily work off of. Basically anything that is internet related or public facing gets top priority, then I assess daily request on urgency and end dates, then I factor in time (is this a simple update or project). After daily work has been prioritized and completed I move to my project list which I prioritized by need.**
- d. What are the most difficult decisions you have to make? What do you have to look at, or find out, in order to make them? Are your recommendations normally accepted? **I am not sure I would say one decision is more difficult than**

others. Being able to prioritize work accurately and manage the expectations of end users really reduces the need to make difficult choices. Proper planning also helps greatly in reducing the need to make difficult decisions as the path has been planned. If I had to classify a specific class of difficult decisions it would be the classification of web content in the process to migrate the current Region 7 internet content into Drupal. These decisions are made jointly between myself and OPA staff based off of statics and a decision matrix we jointly created. Although there may be some complaints the decisions are typically accepted.

- e. What parts of the work performed are not governed by rules, established procedure, precedents, or reference to other? **Currently most of my work in audio visual is not covered by any local or national policies or procedures as the set up and configuration is still new and very unique to our region.**
- f. Give examples of instances on which imagination, inventiveness, or the ability to create or improvise are required to carry on the work. **The creation of a web page is based off of creativity and design. To be able to create the page for the greatest functionality. Use my imagination daily in the layout, design and configuration of the digital signage.**
- g. What extent does the work require the development of new or revised work techniques or the adaptation of old methods to new problems? **Moving from standard html web development to Drupal is requiring an entire new process. I approach all problems with the same problem solving and prioritizing whether adapting old methods to new problems or creating entirely new methods for new procedures and tasks.**
- h. What kinds of new approaches or previously unused methods have you developed on your position? Explain unusual problems you have encountered and how you were able to handle them and what results you achieved. **The largest of these arose with our building move and heading up the audio visual design contract that was followed on by the audio visual integration contract. We move from very simple standard audio visual in the old building to integrated top of the line high tech audio visual in all conference rooms and public areas. This created a lot of decisions on design and work with both av contractors and building contractors, this was a very complex and long term project that in the end produced what is probably the best and most through audio visual system in the agency. Many on the spot decisions had to be made through this process and there was no previous methods to fall back on. I developed new methods and procedures as we move through this process. Web and technology is constantly changing and evolving and with that so are the policies and procedures in which we approach web design. As a member of the EPA's Web Council I have input and a vote on where we are and where we are going in the future or web design with both internet**

and intranet.

5) Scope and Effect

- a. What actions can you take or what statements can you make that are binding on your office or the agency? How extensive is the effect of these actions or decisions? **As a member of the EPA's Web Council I have input and a vote on where we are and where we are going in the future or web design with both internet and intranet. Actions and decisions made in audio visual system configuration have a regional effect. Any postings or actions on the public internet site has potential effect on the entire agency**
- b. Do the actions you take affect only the case involved, or will it determine further action in similar cases? **In most cases actions taken are planned and part of normal procedures but in the case where an action is taken outside the norm or one in which there has been no previous procedures it can and usually does create a precedence for future actions.**
- c. Are such commitments subject to review, and, if so, by whom? **As with many of the duties I have it is dependent upon which duty it falls under. Typically and in most cases I am able to make these commitments without review**
- d. What would happen if you did not do your work correctly and timely? What is the positive impact of work performed? **This also depends upon the area in which the work needs done, that is why I have set my priorities the way they are, anything public facing would have the greatest effect that is why all public facing items take top priority. Actually the positive impact of work performed is nothing, when everything is up and running correctly you hear nothing, it is when something is not done or goes wrong that you hear about it, so as long as I hear nothing I know I am completely my job.**
- e. When you make errors, where are they usually found, and by whom? **If it is an error on the internet it would typically be found by myself or OPA when the page is reviewed. Most other errors would be found by myself and fixed prior to deploying solutions.**
- f. How do your decisions affect the actions or decisions made by other people in the organization? Or people outside the organization? **My decisions in the audio visual planning had a great effect on the way the region does business. It created a much more remote friendly environment. I believe all of my decisions in design of web pages has created an easier to navigate web system and allowed for a better user experience. Staying on top of all internet work keeps the public information flow current and up to date.**

6) Personal Contacts

- a. In the course of your work, whom do you talk to in person, or by telephone? **Co-workers, Contract Staff, Division Staff, Regional and National EPA Contractors, EPA Headquarters Staff, Division and Branch Chiefs, System Support Contacts, Equipment Support Personnel, Equipment Manufacture Sales Staff, Office of Public Affairs, Regional Legal Counsel.**

7) Purpose of Contacts

- a. What kinds of questions do you deal with in these conversations? **Really depends on whom I am speaking with. Conversations can be anywhere from bouncing new ideas off of co-workers, to discussing contract solutions, advising on use of new technologies, providing guidance and direction in web or SharePoint development. Discussions to troubleshoot and solve equipment or system failures to discussing system upgrades. Discussion EPA policies and procedures.**

8) Physical Demands

- a. What is the nature, frequency, and intensity of physical activity? **Majority of work is desk work in an office setting. There is some minor physical work related to audio visual equipment replacement.**

Questions for Employee Requested Desk Audit:

(To be completed by Employee and Immediate Supervisor for classification review – please also attach a copy of current performance standards for position.)

Organization/Office/Division/Branch: **PLMG/SIIM/IRMS**

Date: **11/6/2014**

Your Name: **Michael A. Propst**

Title/Series/Grade: **IT Specialist/2210/GS-2210-12**

Immediate Supervisor: **Ben Krehbiel**

Title/Series/Grade:

Question 1:

Do you feel your current Position Description is accurate and up-to-date in terms of the duties described? **No**

Employee's Comments: **After review of my current Position Description it looks like it was something pulled from someone else's 20 year old file and had header information changed. With the exception of the Contracting Extramural Duties I feel the current PD is 100% inaccurate.**

Supervisor's Comments:

While I do not agree that the current PD is 100% inaccurate, I do agree the presentation of the PD appears outdated and could be better defined to reflect some of the changes in Region 7. I propose implementing the use of IT Specialist (CUST SPT GS-2210-12) to most accurately reflect the duties performed.

If Answer #1 is "No":

A) What specific duties which you are currently performing are not included in the Position Description? (Give the approximate percent of time you spend on each of these over the period of a year.)

Employee's Comments:

My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing. The time percentages are very approximate as this can vary greatly from day to day, week to week, and month to month.

- **National Web Council Infrastructure Coordinator for Region 7 – 20%**
- **Regional Web Master Internet – 20%**
- **Regional Web Master and Content Manger Intranet – 15%**
- **Audio Visual Support – 10%**
 - i. **VBrick VEMS Server Administration**
 - j. **Digital Signage System Administrator**
 - k. **Video Teleconference Administrator**
- **RoomWizard Scheduling Administrator – 5%**
- **Contracts (Level 2 Contracting Officer Representative) – 10%**
- **Web Analytics – 5%**

- 508 Compliance Representative / Reasonable Accommodations – < 1%
- SharePoint Site Collection Administrator – 10%
- Adobe Connect Contact and Trainer – 5%

Duties in detail:

Roles and Responsibilities for Web Council Members

Web Council members have three primary roles as the representative of their respective organizations on the Web Council:

Communications. Web Council members should be able to communicate skillfully in writing and orally with a wide variety of staff and management. They should possess strong editorial abilities and should be able to reshape Web content so that it is in plain language and is written for the Web. Essential skills include corresponding openly and directly, listening, and eliciting and applying technical information.

Leadership. Web Council members provide leadership in coordinating the publication of information on EPA's website and should serve as advocates for One EPA Web. Members are expected to be familiar with, communicate, and ensure compliance with:

- One EPA Web principles,
- EPA Web policies, procedures and standards,
- Federal Web policies,
- and best web practices.

Problem Solving. Successful Web Council members are self-motivated, creative and flexible. Serving as a Web Council member places a high demand on troubleshooting and creative abilities. Web Council members have broad freedom to act using their professional judgment. They conduct assessments, make recommendations, determine direction, initiate planning efforts, and defuse conflicts.

General Responsibilities

Web Council members serve as the primary links between the Web Council and their AAship or Region. They:

- represent their Region or AAship on the Web Council and attend regular monthly Council meetings,
- communicate One EPA Web efforts to staff and management in their Region or AAship,
- coordinate Regional/AAship web development within broader Agency efforts,
- report on One EPA Web progress to their organization and to OPA and OEI,
- ensure that Web content developed by their AAship or Region follows One EPA Web principles, EPA web standards and procedures, and best web practices,

- implement the policy, resource, and priority topic decisions of the Web Executive Board, and
- advise their Web Executive Board representative.

Within the One EPA Web framework and EPA's Web governance, Web Council members serve as:

- the primary point of contact on day-to-day operational issues for OPA and OEI,
- the day-to-day coordinator of their AAship's or Region's online communications efforts,
- an initial point of contact for other EPA organizations for everything from simple questions to establishing formal collaborative efforts,
- a primary internal communications contact: they will brief their AAs/RAs and Web Executive Board members as appropriate, as well as the next level of managers (typically office directors in headquarters offices and division directors in Regional offices),
- the conduit of information about Web topics to their AAship or Region,
- experts on EPA online communications requirements for staff in their AAship or Region, and
- an initial sounding board for new ideas emerging from their AAship or Region.

Specific Responsibilities

1. Ongoing

- Participate in Web Council meetings. At monthly meetings, Web Council members are expected to:
 - discuss details and technical issues;
 - raise concerns and develop solutions;
 - put forward innovations to be considered for addition to EPA web standards; and
 - report back on information requested of them.
- Communicate with Editors in Chief (EICs)
 - review expectations for EIC roles and responsibilities; required skill set
 - refer EICs to training, information in the Web Guide, and other resources for both content and technology (i.e., Drupal Web content management system)
 - review lists of top audiences and tasks before site structure is determined (see Should Your One EPA Web Content be a Resource Directory or Microsite? Intranet for additional information).
 - ensure that EICs submit the Web Guide form "Request to Create New Web Area In Drupal WebCMS" only for topics that are identified in Regional or AAship annual web plans. If a new area is needed, discuss with the Communications Director (CD) or

Public Affairs Director (PAD) to ensure resources exist to support it and then add it to your plan.

- work with EICs, CD or PAD, and other Web Council members to determine subject-matter experts who will work with EICs on sites for agency-wide topics
 - review draft sites
 1. ensure sites meet resource directory or microsite guidance, image guidance, and Web standards (See Web Guide)
 2. ensure content is written for the Web
 3. complete Content Review checklist and submit, along with list of top audiences and tasks, to the Office of Web Communications
 - after sites have been published, remind EICs to:
 1. regularly review and update content
 2. check for and fix broken links
 3. check any advanced features (maps; videos; sign-ups for alerts; features that rely on javascript including slideshows, podcasts, drop-downs) to ensure that they are working
 4. monitor site performance using analytics (<http://intranet.epa.gov/oneepa/web/>) Intranet
 5. report to OPA and OEI as required.
 - Communicate with Management
 - brief staff and mid-level management about One EPA Web
 - manage reporting of Web site statistics and analytics; make those reports available for Regional and AAship staff review
 - ensure that managers of EICs understand EIC roles, responsibilities and required skill set
 - brief PAD or CD on EIC progress / review progress against the submitted Web plan.
2. Periodic (At Least Twice Each Year)
- Review materials
 - All guidance listed at One EPA Web Intranet site Intranet
 - All Web policies, procedures and standards listed in the Web Guide
 - Take Training
 - Review written materials for any trainings listed on the One EPA Web Intranet site Intranet and in the Web Guide that you have not already taken.
 - Participate in any new training sessions offered to Web Council members or as a part of One EPA Web.
 - Note: Web Council members are not required to take training in the Drupal WebCMS, but an understanding of the content management and publishing system is helpful in reviewing resource directories and microsites.
3. Annual
- Develop Web Plans

1. Create annual Web plans according to guidance provided by the Office of Web Communications
2. Facilitate the development of annual Web plans within Region or AAship
3. Coordinate topics across other agency organizations

Regional Web Infrastructure Coordinator

The employee is responsible for providing guidance and direction in all aspects of the Region 7 Web and coordinating information flow between national and local web groups, support staff, and managers. Ensures the policies, processes, and security are properly applied to the local web and coordinates placement of information at both the local and national level. The position is defined as an Agency Essential Function in the agency's Web Governance Policy. The specific duties include (but are not limited to):

- Coordinates with the Agency Web Group and Web Council as the delegated Web Infrastructure Coordinator for Region 7, representing the ARA for Management in local and national meetings
- Supports planning, design, development, testing, implementation and management of regional and agency Internet (Web) resources.
- Oversight and coordination of the applications developed and implemented on the Web, long range planning, enforcement of national Web and applications standards and security policy, and guidance in the technical management of Web sites.
- Determines overall technical design and structure of Regional Internet services and coordinates nationally, to ensure consistency and policy compliance of activities related to the National EPA Internet.
- Monitors functionality, security, and integrity of Internet services.
- Maintains current knowledge of Internet architecture and interrelationships of related IT disciplines and resolve technical problems with the design and delivery of Internet services prior to services being made available for general use.
- Collects and analyze Internet services usage and performance statistics.
- Evaluate new Internet services and technologies.
- Maintains familiarity with current Internet application development software tools to act as consultant to senior IT specialists that assist content providers in the development, testing, implementation and maintenance of Internet based information publishing applications.

Regional Web Master Internet/Intranet

The Webmaster's primary function is to maintain the large Region 7 Web site which is comprised of 8,000 pages and files. The Webmaster uses Extensible Hypertext Markup Language (XHTML), JavaScript, Hypertext Preprocessor (PHP), and Cascading Style Sheets (CSS) coding to maintain the Web site and to develop Web pages. The Webmaster is planning for and implementing the transition of the entire Region 7 Web

site to the new Content Management System (CMS). The Webmaster provides expert advice on technology, usability, and accessibility; the Webmaster resolves complex technological problems.

The Webmaster will work with the Office of Public Affairs to develop and maintain information on EPA programs and activities. The position will require updating current information and creating Web content for new and emerging issues. The Webmaster will identify communication needs and work with program staff to develop materials that inform the public of the agency's policies, programs, services and activities.

The explosion in computer technology, particularly as it relates to the Internet, has greatly expanded the type of information that can be distributed; it must be managed effectively to ensure that the public can easily find it. Accessibility and usability are critical to this effort, as well as an understanding of specific audiences (such as students, scientists, elected officials, non-scientists, and people with low-literacy rates).

The Webmaster works in a fast-paced environment with frequent and conflicting deadlines and potentially stressful situations.

The incumbent provides technical support and guidance to the Web Team Content Coordinator, the OPA Director and other staff and managers throughout Region 7 and the agency, including the agency-wide Web Workgroup and Web Council via division, office, and national initiatives on EPA Web site infrastructure projects. The work requires expert knowledge of a broad range of information technology and information management (IT/IM) techniques used in Web site management and electronic information dissemination. Recommendations and analyses provided by the incumbent affect the plans, goals, and effectiveness of programs at the regional and agency levels.

The incumbent contributes to the planning, design, implementation, and use of the regional and agency-wide Web sites as a means of providing access to information to the general public, EPA partners, and EPA employees. She manages and independently performs work necessary to design, implement, maintain, and modify Web site systems to maintain and enhance the Agency's ability to meet the information discovery, access, and delivery needs of our broad and diverse audience around the world. She uses technical and project management skills to perform specialized activities associated with development and design of information systems, web development, systems analysis, and information access policy.

The incumbent in this position performs the following duties:

A. As the Webmaster for the EPA Region 7 Website infrastructure:

- Provides technical input and leadership for the planning and execution of enhancements to the EPA's public and intranet Web site infrastructure.
- Analyzes the Agency's needs for public access infrastructure systems; recommends designs for Web infrastructure solutions.

- Serves as a consultant to the EPA Web Council, especially in the formulation and implementation of its Infrastructure Work Plan.
- Provides programmatic and project management support for public access and intranet site management services.
- Serves as a key member of the Web content management system team to design, develop, deploy, maintain, and enhance that system.
- Works with the EPA Web Workgroup network to design and maintain information architecture, technology infrastructure, and metadata support for EPA's Web site.
- Use HTML, XHTML, PHP, JavaScript and CSS coding to manually maintain Region 7's large, multi-topic Web site.
- Carefully plan project details, including website layouts, optimal navigation, and user interface elements, as well as integration to back-end database systems and emerging technologies. Develop Web scripting as needed.
- Analyze use of web site content and design; take steps as necessary and affordable to improve information content architecture and design.
- Oversee integration of new technologies and databases into the web environment; assesses existing technologies (such as search engine) to make sure they are up to date and meeting new/existing requirements.
- Works with the national Web governing team and OEI staff to develop Web enhancement services and processes, and to implement new technologies.
- Contribute to the development, refinement and implementation of Agency and Regional Web policies and ensures compliance with these policies.
- Make technical upgrades as necessary, which can include writing server directives, fixing broken links, updating code, and other related tasks.
- Assists with defining content and infrastructure and in sharing solutions across the network.
- Monitor web usage and provide statistics for management reporting. Analyze and interpret complex statistics on Web site usage, providing key information to Team Leader.
- Monitor web site performance and make necessary adjustments to insure maximum availability and performance including web site capacity planning;
- Compose and edit photos using Photoshop.
- Works with regional and OEI technical managers to define, promote, and oversee Agency-wide technical standards to ensure that epa.gov is secure and reliable and that there is data integrity.
- Promotes sound public and internal information technology and management planning and goal setting to enable the Region to meet the needs of program offices and federal requirements.
- Advises management on issues relating to implementation strategies, including incumbent policies, procedures, and standards.
- As directed, advises managers on various aspects of information technology and management as they pertain to the Web site infrastructure, information dissemination technology, and other related OEI activities. Meets with other

offices and individuals providing information management advice and assistance on information access.

- Presents issues, findings, and recommendations: personally presents or supervises the presentation of findings to management.
- Provides analysis and evaluations of data and information access capabilities to identify opportunities for improved information management.
- Develops and recommends changes in operations and resources in order to correct Web site deficiencies, based on expertise in IT/IM capabilities and emerging information technologies.

Audio/Visual System Specialist

The Audio/Visual (A/V) Systems Specialist is responsible for assisting with installing, configuring, operating and maintaining audio/visual systems and services.

Effective communication and coordination with other departments, individuals and staff members, clients, office administrators, and outside vendors and contractors is an essential part of this position.

- Assisting with the delivery, installation, operation and retrieval of audio/visual equipment for daily meetings and events in accordance with the daily conference room schedule and just-in-time requests.
- Operating complex audio/visual systems integrated with video conferencing, projection, audio, video recording, playback and remote control devices.
- Assisting with the coordination of AV support for events held at public facilities, which may include interaction with vendors and other facility support staff.
- Operating video cameras to record programs and events
- Implementation of new technologies, equipment, and network services related to video conference and audio/visual services
- Identifying, troubleshooting, and resolving A/V equipment and connectivity issues.
- Maintaining a thorough inventory of A/V equipment and supplies, and monitoring the repair and replacement of non-working, damaged and/or obsolete equipment.
- Interacting with partners, support staff, office administrators, and clients, and providing individual instruction in equipment setup and operation when needed.
- Ability to set up, interconnect and operate audio/visual equipment, including LCD projectors and screens, DVD-VHS decks, document cameras and computers.
- Ability to integrate meetings with web and audio conferencing.
- Ability to set up, interconnect and operate video and audio equipment, including digital video cameras, audio tape decks, audio mixers, microphones and public address systems.
- Ability to operate complex audio/visual systems integrated with video conferencing, projection, audio, recording, playback and remote

control devices.

- Ability to operate portable videoconference equipment, establish point-to-point and multi-point connections, and interconnect auxiliary equipment such as computers and document cameras.
- Ability to identify, troubleshoot and resolve A/V equipment and connectivity issues.
- Ability to lift, transport and assemble audio/visual equipment.
- Excellent verbal and written communication, organizational, time-management and problem-solving skills.

Adobe Connect Contact and Trainer

- Regional representative on EPA Adobe Connect Users Group
- Conducts user training
- Works with headquarters on reservations and exceptions

SharePoint Site Collection Administrator

This individual is responsible for technical oversight of site collections and the sites that are housed within them and has the ability to control all features, tasks, policies, and settings in sites within the collection.

Typical tasks (but not limited to):

- Technical and content overseer of site collections and the sites within them.
- Point of contact for the site collection.
- Organization's representative to the SharePoint Management Team.
- Control features, policies, and settings.
- Determine and set initial site-collection-level permissions.
- Manage top level site settings and features.
- Remain familiar with the business needs of the site owners and the staff using the site collection.
- Evaluating requests for new sites against governance criteria
- Provisioning new sites
- Disseminating new information about technical requirements, standards, etc. to Site Owners
- Regular auditing of sites to review compliance with the policies set forth in this Governance Plan and supporting documentation

Must be trained in Site Collection Administration

Regional 508 Compliance Coordinator / Reasonable Accommodations

Request technical advisor

Federal Section 508 Coordinators are responsible for organizing and supporting the implementation of Section 508 within their respective departments and agencies and have been appointed by their department/agency as the central point of contact for information concerning accessibility issues and solutions. A complete listing of Section 508 IT Coordinator(s) is available along with a search feature.

Section 508 Coordinators Responsibilities

- Section 508 Coordinator responsibilities include, but are not limited to:
- Defining the roles and responsibilities of the Coordinator, establish a team of subject matter experts to assist, and coordinate all reporting requirements.
- Coordinating the integration of Section 508 accessibility needs into department/agency budget, strategic, and IT capital plans.
- Supporting validation of accessible IT systems performance prior to deployment.
- Coordinating and providing sources of education and training to key personnel within the department/agency, identify available resources, and stay abreast of procurement changes to the FAR that will affect the purchase of any new equipment or software.
- Section 508 Coordinators should establish contacts with other department/agency coordinators to share information about your organization's implementation strategies.

As the Reasonable Accommodations Request Technical Advisor the individual will work with the Regional Reasonable Accommodations support staff to review, test, and recommend technology solutions that will meet approved Reasonable Accommodations Request.

Regional Video Teleconference (VTC) Administrator

Manage the Regions Video Teleconference equipment and services.

- Maintain service and support contracts on all Regional VTC units
- Work with headquarters personnel and RTP Contractors on management, configuration, and deployment of units
- Manage usage and analytic reports
- Supporting all aspects of videoconferencing including call set up, end user training, troubleshooting, and follows through on escalation of trouble incidents occurring during call.
- Lead or assist, as required, with the support (hands-on if necessary) of special events, high profile meetings requiring videoconferencing, as directed by management
- Capable of installing, programming and certifying videoconference codec's.
- Perform first level problem determination.
- Troubleshoot, assess, and coordinate equipment and systems repair as required.
- Create, update, and resolve trouble tickets as assigned as well as monitoring queue.
- Interface with technology vendors for equipment servicing, training, etc. whether warranty or routine maintenance.
- Perform engineering analysis of requirements for Videoconference support and provides work statements of preferred solutions that optimize engineering, management, and cost parameters.
- Remedial maintenance support includes but is not limited to component replacement, installation, troubleshooting, problem resolution, problem escalation, and accurate logging

- Maintain issue and repair logs, or other collection/reporting systems.
- Provide training and client support to end users in the operations of audiovisual systems, when necessary.
- Compile and maintain room and equipment inventory for videoconference database.
- Coordinates videoconference activities with other Client facilities as required (e.g., External Agencies, Special Events, etc.).
- Understand and adhere to Agency's standard operating procedures.
- Provide project management for the installation of new videoconference equipment.
- Create and modify user documentation and standard operation procedures (SOPs) as required.
- Provide technical consultation, support, and act as lead contact for all videoconferencing maintenance.

Building Digital Signage System Administrator

Coordinate and maintain the content of the buildings digital signage system that enhances the experience for employees and managers by providing visual information in key areas of the building.

- Continually and effectively monitors and maintains the Content Management System (CMS) and any other feeding sources (such as HOST) to ensure all digital signage content is broadcast as per established schedules.
- Oversees the uninterrupted operation of the digital signage network and screens.
- Continually monitors the content broadcasted on the digital signage screens to ensure it meets the expected functionality.
- Willingly and proactively partners with management by offering critical feedback about the digital signage content programmed or broadcasted, should he/she feel this can be improved or modified to better functionality.
- Willingly makes last minute changes to content as required, ensuring to verify if unsure of the change that may be required.
- Maintains the digital signage matrix with any content created or edited.
- Willingly assists with the development of new digital signage.
- Willingly assists as required in the content management, maintenance and operation of system servers and content players.
- Works with the Office of Public Affairs Multimedia Section as required on Regional event content.
- Works with local and manufacture support staff to maintain and repair system failures or problems.

VBrick Server Administrator (VEMS, VOD, Digital Signage Content)

- Works directly with contract and manufacture support staff to troubleshoot and resolve problems
- Maintains servers and ensure all updates and patches are applied
- Maintains encoders, set top boxes, and players and ensures all updates and patches are applied

- Responsible for configuration and set up of server services
- Responsible for the configuration, layout and operation of Region 7 IPTV
- Responsible for the management of all users and permissions
- Manages stored video content
- Sets up and configures live recordings from Conference Center Broadcast Booth.
- Maintains a service and support contract on all VBrick components

RoomWizard Scheduling Administrator

- Works directly with contract and manufacture support staff to troubleshoot and resolve problems
- Maintains all RoomWizard device to ensure they are operational and functioning
- Installs, programs, configures, and sets up devices to work with the EPA network and Outlook Calendar Server
- Manages all devices and retrieves reports as requested
- Used web interface and administrative console to manage the daily operation and configuration of all devices.

Contracting Officer Representative (Level 2 Certification)

- Plans procurements
- Prepares Independent Government Cost Estimates
- Prepares procurement request, statements of work and request for quotes for contracts and purchase orders.
- Participates in pre award conferences
- Conducts technical evaluations of proposals
- Responds to pre award inquiries
- Works with contractor to ensure that requirements are understood.
- Monitors progress, government furnished property, cost, overall technical performance and reviews deliverables from contractor.
- Reviews invoices and approves payments
- Inspects and accepts deliverables
- Writes contractor performance reports (CPARS)
- Maintains a Level 2 COR Certification
- Manages multi-million dollar contracts.

Supervisor's Comments: The description of the work performed, in large part, is encompassed with the proposed GS-12 IT Specialist CUST SPT standardized PD. The specific duties listed fall into each of the 5 duties found in the PD. We list the expectations for Web, A/V, COTR and others in the PARS (attached).

B) Have the duties which are not reflected in your current Position Description been specifically assigned to you by your supervisor? If so, when? **Yes**

- **National Web Council Infrastructure Coordinator for Region 7 – March 2014**

- **Regional Web Master Internet – Fall 2012**
- **Regional Web Master and Content Manager Intranet – Fall 2009**
- **Audio Visual Support – December 2009**
 - l. **VBrick VEMS Server Administration**
 - m. **Digital Signage System Administrator**
 - n. **Video Teleconference Administrator**
- **RoomWizard Scheduling Administrator – November 2012**
- **Contracts (Level 2 Contracting Officer Representative) – December 2009**
- **Web Analytics – Spring 2013**
- **508 Compliance Representative / Reasonable Accommodations – Spring 2010**
- **SharePoint Site Collection Administrator – July 2014**
- **Adobe Connect Contact and Trainer – Fall 2011**

Employee's Comments: **My duties and levels of responsibility have greatly increased since being hired.**

Supervisor's Comments: The variety of duties has increased appropriately with the 9/11/12 ladder, and workload issues have been shifted to accommodate different workload demands in the Region. The Region experienced a significant reduction in workforce due to VERA/VSIP in March of 2014, and just recently the Region was able to hire 3 staff members after losing 5. The Adobe Connect responsibilities is an example of one area we have reduced our regional focus on. The A/V responsibilities certainly increased in 2012, and fall into 'duty 1,2 and 4' of the proposed PD.

Question 2:

Do you feel your current Position Description is accurate and up-to-date in terms of the level of responsibility (degree of supervision received)? **No**

Employee's Comments: **I perform all of my current duties with only administrative supervision.**

Supervisor's Comments:

I propose implementing the use of IT Specialist (CUST SPT GS-2210-12) to most accurately reflect the duties performed.

If Answer #2 is "No":

A) How is the Position Description inaccurate in this respect? (Give examples.)

Employee's Comments:

My supervisor provides administrative direction only by broadly defining mission and functions. I am responsible for prioritizing, planning, designing, and implementing programs, projects, studies, or other work independently. I set my own priorities and coordinate with others, arranging a work schedule that will best meet task objectives

and deadlines, even when dealing with events that are out of the ordinary. Analyses, evaluations, and recommendations developed are normally reviewed by management officials only for potential influence on broad Agency policy objectives and program goals. Findings and recommendations are normally accepted without significant changes. All aspects of my daily work are done with little or no direct supervision.

Supervisor's Comments: (see Question 3)

B) Has your supervisor specifically stated to you his/her expectations of this "new" level of responsibility? No

Employee's Comments: **I have taken on the responsibility of new tasks and duties and set my own standards**

Supervisor's Comments: (see Question 3) .

Question 3:

What is your reason for requesting a desk audit?

Employee's Reasons: **I am requesting this desk audit because my duties and responsibilities since hired have greatly increased over time. They have become more complex and more technical and require a great level of skill and knowledge. Most of the duties I have taken over were previously done by employees in the grade of GS13 or GS14. I have been in email and phone contact with the Co-Chairs of the EPA Web Council and my counterparts in the other Regions and have asked if they would share their Position Description and Grade, through this research I have found that all of my equal counterparts hold a grade level of GS13 or GS14. I have also discovered that most of my counterparts perform only web related duties and do not have all of the additional technical duties that I have. For those that do have additional duties I discovered that they are holding a grade on the higher end (GS14). I believe all of my current duties and responsibilities warrant a grade increase.**

Supervisor's Comments: I can sympathize with this perspective because of the perception of some of the duties performed by prior staff were GS13/GS14. I believe we have endured a performance management problem in PLMG/SHM/IRMS for several years and are transitioning to better reflect the grade level work required. We are currently undergoing a reorganization to better address tasks that are currently performed by contractors and moving some of those key professional skill tasks to EPA FTE (IRMS staff). The A/V responsibilities are treated like any other computer system (duty 1/2/4) and appropriately fall in this grade duties. I propose that some of these duties be shifted and/or shared with other staff in IRMS, which is our plan with hires that we just made in January.

Proposing the following:

Only COR duty will be A/V related contracts.

508 Compliance will be reassigned

AdobeConnect duties will be reassigned
Will have a reduced workload of purchase requests (reassigning)

The remaining tasks of the work performed is encompassed with the proposed GS-12 IT
Specialist CUST SPT standardized PD. The specific duties listed fall into each of the 5 duties
found in the PD

Employee's Signature _____
Date _____

Supervisor's Signature *Ray Ghoshil*
Date 3-11-15

POSITION REVIEW QUESTIONNAIRE FOR DESK AUDIT PROCESS
With Sections Completed by Employee & Supervisor

To Be Completed By Employee:

Please read this entire questionnaire over before answering any of the questions. Do not leave any questions blank. Answer each question specifically and as completely as possible. Write as for a person not familiar with your duties or your unit. Make your information sufficiently clear to be understood by such a person.

This questionnaire is not intended to obtain information about the particular person holding a particular position . . . we desire information only about the position itself. Type or print legibly.

Organization/Office/Division/Branch: **PLMG/SIIM/IRMS** Date: **11/6/2014**

Your Name: **Michael A. Propst** Title/Series/Grade: **IT Specialist/2210/GS-2210-12**

Immediate Supervisor: **Ben Krehbiel** Title/Series/Grade:

INTRODUCTION

1) Nature and Variety of Work

- a. What is the purpose of the work that you do? **Information Technology related duties in the area of Web, Audio Visual, SharePoint, and Contracting Officer Representative (COR) tasks. My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing**
- b. What different tasks are performed? What issues are dealt with, and with what individual field of research or analysis are you concerned. If you have different assignments in rotation over a given period, explain what they are and how you perform them.

My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing

- **National Web Council Infrastructure Coordinator for Region 7**
- **Regional Web Master for Internet and Intranet**
- **Intranet Content Administrator**
- **Regional Audio Visual Systems Specialist**
 - **AV equipment operations in 43 rooms.**
- **Building Digital Signage System Administrator**
- **VBrick VEMS/VOD Server Administrator**

- **SharePoint Site Collection Administrator**
 - **Regional Adobe Connect Contact and Trainer**
 - **RoomWizard Scheduling Administrator**
 - **Regional Video Teleconference Administrator**
 - **Regional 508 Compliance Representative**
 - **Reasonable Accommodations Request technical advisor.**
 - **Contracting Officer Representative (COR) for the following contracts**
 - **Virtual Desktop Integration (Citrix) (R7Fly Environment)**
 - **Building Network Cabling Contract**
 - **Audio Visual Integration Contract**
 - **VBrick Service and Support Contract**
 - **Audio Visual Service and Support Contract**
 - **Other contracts as assigned/requested.**
- c. What essentially different skills, knowledge's, personal attributes, or special techniques are needed for the work performed and to what extent? **High level of knowledge and skill in web development using HTML, PHP, JavaScript, CSS, MySQL, and Drupal Content Management System. Level 2 Contracting Officer Representative Certification. Detailed knowledge of the Regions audio visual systems configuration and troubleshooting skills and techniques. High level of customer service, communication, and problem solving skills. Ability to work independently without supervisor direction. Knowledge of agencies video teleconference network setup and configuration. High level of SharePoint community administration and SharePoint configuration, design, and development. High level of skills and knowledge for the VBrick system configuration and administration to include VEMS Server, Encoders, Set Top Boxes, VOD Server, Digital Signage Server, and Digital Signage Players operation and design. High level of knowledge of the EPA Web Guide and Policies. High level of knowledge of the RoomWizard system configuration, programming and set up.**
- d. What problems arise in the course of the work? **Audio Visual System configuration issues or system failures to include all installed conference room audio video, mobile video conference systems, VBrick systems, and RoomWizard systems. Urgent Regional and National internet web posting requests. Server connection issues. SharePoint configuration and operation.**
- e. To what extent are you responsible for planning your own work, originating new techniques, establishing criteria, etc.? **100%**
- f. What actions can you take or what statements can you make that are binding on your office or the agency? How extensive is the effect of these actions or decisions? Do these actions affect only one case or does it set precedents for future actions on similar cases? **As a member of the EPA National Web**

Council I have a vote on all policies and procedures of the EPA's web presence. I work directly with system support contractors and provide technical direction. As new tasks arise the way they are handled and acted upon does set a precedents for future actions of similar events.

- g. If your work has undergone a substantial change, where did the duties come from? From other positions? New Programs? Identify which ones. **In my opinion my Position Description is 100% inaccurate and does not effectively capture the details of any of the work I do. Upon initial hiring my primary duties were web development with some small contract work. The audio visual support was brought on from another division and because of some previous work in audio visual outside the agency this became a new duty for me. Web master duties were assigned to me from another position along with the Web Council duties. Video teleconference duties were assigned from another position. The extensive audio visual support, VBrick administration, digital signage administration, and RoomWizard administration came a part of a new program/installation. SharePoint Community Administrator was assigned as part of a new program**
- h. What do you consider the most important knowledge for this position? **I would say the fact that I am currently the only one in the Region with detailed knowledge of both the internet and intranet infrastructure, design and programming. Also I am the only one with extensive knowledge of all aspects of the audio visual systems to include conference room design and configuration, VBrick, digital signage, video teleconference, and Room Wizards. I am also very skilled and have great knowledge of the level 2 contracting officer representative duties.**
- i. About how long was your formal training for this position. On-the-job training? **4 years of college resulting in a Bachelors Degree in Computer Systems Technology for the web work. All of the audio visual related duties were all learned hands on independently.**
- j. How do you keep abreast of the developments in your field? **Technical email subscriptions, webinars, Skillport, EPA training sessions, individual research and study. Possibly in the future some formal training on SharePoint development.**

2) Nature of Supervisory Control

- a. What kinds of questions do you generally take to your supervisor? What actions have to be cleared with the supervisor? **The questions I take to my supervisor is for proceeding with actions that would have an effect on the regional intranet homepage. Anything that may require senior leader, labor relations or union**

approval

- b. Is the work sorted so that you get a specific type? **Most of my work comes directly to me requested from the end user. Purchase requests and some contract work is assigned directly from my supervisor.**
- c. How do you learn how to handle unfamiliar work items? **Research, for example I was just recently assigned the duties of SharePoint Community Administrator so I spent time attending agency provided training, taking Skillport training and research and searching web sources. Also learn through reading agency policies, procedures, and standards. Reaching out to my counterparts throughout the agency.**
- d. How much of your work is reviewed? Is your work reviewed in process or at the end? What is it primarily reviewed for? How often? Work that receives no review at all? **At some levels I guess about 80% of my work is reviewed by someone. As far as my immediate supervisor I would say that maybe 5% of the work I complete is reviewed. Most of my work review would be by the end user once I have completed a request. The review by end user would be for accuracy of the work compared to the request. Most if not all of my work in audio visual receives no review.**
- e. Do you receive advice or instructions from anyone other than your supervisor? What kind of work is assigned by the supervisor? **Yes, I work directly with the Office of Public Affairs for internet related tasks. The Web Council is a 2 person job, one for infrastructure (myself) the other for content (which resides in OPA). The request to update or create new content for the internet comes directly from OPA. Recently the only work assigned or requested from me by my immediate supervisor is contract related, creating purchase request in EAS, and a few requests to research possible ways to use SharePoint for solutions to replace old technology currently used.**
- f. What kinds responses must be (or usually are) discussed with the supervisor or a senior employee before they are completed? **Any spending request greater than \$3000 as they have to go in EAS, and anything that creates a change in the regional intranet home page.**
- g. Do you receive the general run of assignments in the division/branch/section, or is your work restricted to the least or most difficult assignments? Explain. **I am the only one I the section with skills and knowledge in web and audio visual and received all assignments related to web and audio visual work. I currently receive the majority of requests for submitting both small and large purchase requests.**
- h. What problems are you required to refer to your supervisor? In what instances do

you decide what problems should be referred to your supervisor? **Any problem that does or could produce a regional or national change in major processes. There are very few problems that I encounter that I cannot resolve independently. Along with that several of the problems that I may encounter are outside the realm of our section and I have to take them to a different division or to the national level for attention.**

- i. How and by whom is your work reviewed? What is the purpose of the review made of your work? **Internet web work is reviewed by the Office of Public Affairs for accuracy to the request. Some end users will review requested work for accuracy. In most cases my work is independently reviewed by myself.**
- j. What final actions can you take that are not reviewed? **I take most final actions without review with the exception of specific request from the Office of Public Affairs for specialized internet postings.**
- k. How and by whom is your work reviewed? What is the purpose of the review made of your work? **Internet web work is reviewed by the Office of Public Affairs for accuracy to the request. Some end users will review requested work for accuracy. In most cases my work is independently reviewed by myself.**
- l. What final actions can you take that are not reviewed? **I take most final actions without review with the exception of specific request from the Office of Public Affairs for specialized internet postings.**

3) Guidelines

- a. What regulations, procedures, manuals, precedents, or other such guides do you use in your work? **The EPA Web Guide governs all web development for the internet in the agency. Agency COR Guidance. Audio visual procedures were created by me and are reviewed and updated regularly. Various technical manuals and web resources for programming, system configuration, design. EPA SharePoint Governance.**
- b. Which do you use most often? How often? What for? **The 2 most widely used are the EPA Web Guide and EPA SharePoint Governance as these are agency specific and provide guidance on agency standards and procedures.**
- c. If a case comes up which is not covered by regulations, precedents, written instructions or other guidelines, what action do you take and on what basis? **It really depends in what task it presents itself. If it is audio visual related I create the process and guidance myself, this also applies to intranet related**

tasks. If it is internet related which is public facing I consult with the Office of Public Affairs and OEI on the National level.

- d. If you perform research or analytical work, is the material in the field well organized and classified? How does this affect your work? **I have done extensive research in audio visual solution for the region, I believe I am very organized and keep all of my files and data in a very clear and understandable format. I manage the web analytics for the region and regularly prepare reports and data for the Office of Public affairs on internet analytics. This has no effect on my work as it falls into my assigned duties**

4) Complexity

- a. What is the most difficult aspect of your position? What steps does it involve? **Balancing the daily workload and being able to continue work on existing projects.**

- b. What proportions of time do you spend on each of your major duties? **This can really vary from day to day and week to week but as an overall average I would say the following. My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing**

- Internet – 20%
- Intranet – 15%
- Audio Visual Support (VBrick, Digital Signage, VTC) – 10%
- RoomWizard – 5%
- Contracts – 10%
- Web Analytics – 5%
- 508 Compliance – < 1%
- SharePoint – 10%
- Adobe Connect – 5%
- Web Council Duties – 20%

- c. How do you know what priority you must give to different parts of your position? **I have created a priority system myself that I assess my daily work off of. Basically anything that is internet related or public facing gets top priority, then I assess daily request on urgency and end dates, then I factor in time (is this a simple update or project). After daily work has been prioritized and completed I move to my project list which I prioritized by need.**

- d. What are the most difficult decisions you have to make? What do you have to look at, or find out, in order to make them? Are your recommendations normally accepted? **I am not sure I would say one decision is more difficult than**

others. Being able to prioritize work accurately and manage the expectations of end users really reduces the need to make difficult choices. Proper planning also helps greatly in reducing the need to make difficult decisions as the path has been planned. If I had to classify a specific class of difficult decisions it would be the classification of web content in the process to migrate the current Region 7 internet content into Drupal. These decisions are made jointly between myself and OPA staff based off of statics and a decision matrix we jointly created. Although there may be some complaints the decisions are typically accepted.

- e. What parts of the work performed are not governed by rules, established procedure, precedents, or reference to other? **Currently most of my work in audio visual is not covered by any local or national policies or procedures as the set up and configuration is still new and very unique to our region.**
- f. Give examples of instances on which imagination, inventiveness, or the ability to create or improvise are required to carry on the work. **The creation of a web page is based off of creativity and design. To be able to create the page for the greatest functionality. Use my imagination daily in the layout, design and configuration of the digital signage.**
- g. What extent does the work require the development of new or revised work techniques or the adaptation of old methods to new problems? **Moving from standard html web development to Drupal is requiring an entire new process. I approach all problems with the same problem solving and prioritizing whether adapting old methods to new problems or creating entirely new methods for new procedures and tasks.**
- h. What kinds of new approaches or previously unused methods have you developed on your position? Explain unusual problems you have encountered and how you were able to handle them and what results you achieved. **The largest of these arose with our building move and heading up the audio visual design contract that was followed on by the audio visual integration contract. We move from very simple standard audio visual in the old building to integrated top of the line high tech audio visual in all conference rooms and public areas. This created a lot of decisions on design and work with both av contractors and building contractors, this was a very complex and long term project that in the end produced what is probably the best and most through audio visual system in the agency. Many on the spot decisions had to be made through this process and there was no previous methods to fall back on. I developed new methods and procedures as we move through this process. Web and technology is constantly changing and evolving and with that so are the policies and procedures in which we approach web design. As a member of the EPA's Web Council I have input and a vote on where we are and where we are going in the future or web design with both internet**

and intranet.

5) Scope and Effect

- a. What actions can you take or what statements can you make that are binding on your office or the agency? How extensive is the effect of these actions or decisions? **As a member of the EPA's Web Council I have input and a vote on where we are and where we are going in the future or web design with both internet and intranet. Actions and decisions made in audio visual system configuration have a regional effect. Any postings or actions on the public internet site has potential effect on the entire agency**
- b. Do the actions you take affect only the case involved, or will it determine further action in similar cases? **In most cases actions taken are planned and part of normal procedures but in the case where an action is taken outside the norm or one in which there has been no previous procedures it can and usually does create a precedence for future actions.**
- c. Are such commitments subject to review, and, if so, by whom? **As with many of the duties I have it is dependent upon which duty it falls under. Typically and in most cases I am able to make these commitments without review**
- d. What would happen if you did not do your work correctly and timely? What is the positive impact of work performed? **This also depends upon the area in which the work needs done, that is why I have set my priorities the way they are, anything public facing would have the greatest effect that is why all public facing items take top priority. Actually the positive impact of work performed is nothing, when everything is up and running correctly you hear nothing, it is when something is not done or goes wrong that you hear about it, so as long as I hear nothing I know I am completely my job.**
- e. When you make errors, where are they usually found, and by whom? **If it is an error on the internet it would typically be found by myself or OPA when the page is reviewed. Most other errors would be found by myself and fixed prior to deploying solutions.**
- f. How do your decisions affect the actions or decisions made by other people in the organization? Or people outside the organization? **My decisions in the audio visual planning had a great effect on the way the region does business. It created a much more remote friendly environment. I believe all of my decisions in design of web pages has created an easier to navigate web system and allowed for a better user experience. Staying on top of all internet work keeps the public information flow current and up to date.**

6) Personal Contacts

- a. In the course of your work, whom do you talk to in person, or by telephone? **Co-workers, Contract Staff, Division Staff, Regional and National EPA Contractors, EPA Headquarters Staff, Division and Branch Chiefs, System Support Contacts, Equipment Support Personnel, Equipment Manufacture Sales Staff, Office of Public Affairs, Regional Legal Counsel.**

7) Purpose of Contacts

- a. What kinds of questions do you deal with in these conversations? **Really depends on whom I am speaking with. Conversations can be anywhere from bouncing new ideas off of co-workers, to discussing contract solutions, advising on use of new technologies, providing guidance and direction in web or SharePoint development. Discussions to troubleshoot and solve equipment or system failures to discussing system upgrades. Discussion EPA policies and procedures.**

8) Physical Demands

- a. What is the nature, frequency, and intensity of physical activity? **Majority of work is desk work in an office setting. There is some minor physical work related to audio visual equipment replacement.**

Questions for Employee Requested Desk Audit:

(To be completed by Employee and Immediate Supervisor for classification review – please also attach a copy of current performance standards for position.)

Organization/Office/Division/Branch: **PLMG/SIIM/IRMS**

Date: **11/6/2014**

Your Name: **Michael A. Propst**

Title/Series/Grade: **IT Specialist/2210/GS-2210-12**

Immediate Supervisor: **Ben Krehbiel**

Title/Series/Grade:

Question 1:

Do you feel your current Position Description is accurate and up-to-date in terms of the duties described? **No**

Employee's Comments: **After review of my current Position Description it looks like it was something pulled from someone else's 20 year old file and had header information changed. With the exception of the Contracting Extramural Duties I feel the current PD is 100% inaccurate.**

Supervisor's Comments:

If Answer #1 is "No":

A) What specific duties which you are currently performing are not included in the Position Description? (Give the approximate percent of time you spend on each of these over the period of a year.)

Employee's Comments:

My duties fall primarily into 3 categories: Webmaster, Audio Visual, and Contracts & Purchasing. The time percentages are very approximate as this can vary greatly from day to day, week to week, and month to month.

- **National Web Council Infrastructure Coordinator for Region 7 – 20%**
- **Regional Web Master Internet – 20%**
- **Regional Web Master and Content Manger Intranet – 15%**
- **Audio Visual Support – 10%**
 - i. **VBrick VEMS Server Administration**
 - j. **Digital Signage System Administrator**
 - k. **Video Teleconference Administrator**
- **RoomWizard Scheduling Administrator – 5%**
- **Contracts (Level 2 Contracting Officer Representative) – 10%**
- **Web Analytics – 5%**
- **508 Compliance Representative / Reasonable Accommodations – < 1%**
- **SharePoint Site Collection Administrator – 10%**

- **Adobe Connect Contact and Trainer – 5%**

Duties in detail:

Roles and Responsibilities for Web Council Members

Web Council members have three primary roles as the representative of their respective organizations on the Web Council:

Communications. Web Council members should be able to communicate skillfully in writing and orally with a wide variety of staff and management. They should possess strong editorial abilities and should be able to reshape Web content so that it is in plain language and is written for the Web. Essential skills include corresponding openly and directly, listening, and eliciting and applying technical information.

Leadership. Web Council members provide leadership in coordinating the publication of information on EPA's website and should serve as advocates for One EPA Web. Members are expected to be familiar with, communicate, and ensure compliance with:

- One EPA Web principles,
- EPA Web policies, procedures and standards,
- Federal Web policies,
- and best web practices.

Problem Solving. Successful Web Council members are self-motivated, creative and flexible. Serving as a Web Council member places a high demand on troubleshooting and creative abilities. Web Council members have broad freedom to act using their professional judgment. They conduct assessments, make recommendations, determine direction, initiate planning efforts, and defuse conflicts.

General Responsibilities

Web Council members serve as the primary links between the Web Council and their AAship or Region. They:

- represent their Region or AAship on the Web Council and attend regular monthly Council meetings,
- communicate One EPA Web efforts to staff and management in their Region or AAship,
- coordinate Regional/AAship web development within broader Agency efforts,
- report on One EPA Web progress to their organization and to OPA and OEI,
- ensure that Web content developed by their AAship or Region follows One EPA Web principles, EPA web standards and procedures, and best web practices,
- implement the policy, resource, and priority topic decisions of the Web Executive Board, and

- advise their Web Executive Board representative.

Within the One EPA Web framework and EPA's Web governance, Web Council members serve as:

- the primary point of contact on day-to-day operational issues for OPA and OEI,
- the day-to-day coordinator of their AAship's or Region's online communications efforts,
- an initial point of contact for other EPA organizations for everything from simple questions to establishing formal collaborative efforts,
- a primary internal communications contact: they will brief their AAs/RAs and Web Executive Board members as appropriate, as well as the next level of managers (typically office directors in headquarters offices and division directors in Regional offices),
- the conduit of information about Web topics to their AAship or Region,
- experts on EPA online communications requirements for staff in their AAship or Region, and
- an initial sounding board for new ideas emerging from their AAship or Region.

Specific Responsibilities

1. Ongoing

- Participate in Web Council meetings. At monthly meetings, Web Council members are expected to:
 - discuss details and technical issues;
 - raise concerns and develop solutions;
 - put forward innovations to be considered for addition to EPA web standards; and
 - report back on information requested of them.
- Communicate with Editors in Chief (EICs)
 - review expectations for EIC roles and responsibilities; required skill set
 - refer EICs to training, information in the Web Guide, and other resources for both content and technology (i.e., Drupal Web content management system)
 - review lists of top audiences and tasks before site structure is determined (see Should Your One EPA Web Content be a Resource Directory or Microsite? Intranet for additional information).
 - ensure that EICs submit the Web Guide form "Request to Create New Web Area In Drupal WebCMS" only for topics that are identified in Regional or AAship annual web plans. If a new area is needed, discuss with the Communications Director (CD) or Public Affairs Director (PAD) to ensure resources exist to support it and then add it to your plan.

- work with EICs, CD or PAD, and other Web Council members to determine subject-matter experts who will work with EICs on sites for agency-wide topics
 - review draft sites
 1. ensure sites meet resource directory or microsite guidance, image guidance, and Web standards (See Web Guide)
 2. ensure content is written for the Web
 3. complete Content Review checklist and submit, along with list of top audiences and tasks, to the Office of Web Communications
 - after sites have been published, remind EICs to:
 1. regularly review and update content
 2. check for and fix broken links
 3. check any advanced features (maps; videos; sign-ups for alerts; features that rely on javascript including slideshows, podcasts, drop-downs) to ensure that they are working
 4. monitor site performance using analytics (<http://intranet.epa.gov/oneepa/web/>) Intranet
 5. report to OPA and OEI as required.
 - Communicate with Management
 - brief staff and mid-level management about One EPA Web
 - manage reporting of Web site statistics and analytics; make those reports available for Regional and AAsip staff review
 - ensure that managers of EICs understand EIC roles, responsibilities and required skill set
 - brief PAD or CD on EIC progress / review progress against the submitted Web plan.
2. Periodic (At Least Twice Each Year)
- Review materials
 - All guidance listed at One EPA Web Intranet site Intranet
 - All Web policies, procedures and standards listed in the Web Guide
 - Take Training
 - Review written materials for any trainings listed on the One EPA Web Intranet site Intranet and in the Web Guide that you have-not already taken.
 - Participate in any new training sessions offered to Web Council members or as a part of One EPA Web.
 - Note: Web Council members are not required to take training in the Drupal WebCMS, but an understanding of the content management and publishing system is helpful in reviewing resource directories and microsites.
3. Annual
- Develop Web Plans
 1. Create annual Web plans according to guidance provided by the Office of Web Communications

2. Facilitate the development of annual Web plans within Region or AAship
3. Coordinate topics across other agency organizations

Regional Web Infrastructure Coordinator

The employee is responsible for providing guidance and direction in all aspects of the Region 7 Web and coordinating information flow between national and local web groups, support staff, and managers. Ensures the policies, processes, and security are properly applied to the local web and coordinates placement of information at both the local and national level. The position is defined as an Agency Essential Function in the agency's Web Governance Policy. The specific duties include (but are not limited to):

- Coordinates with the Agency Web Group and Web Council as the delegated Web Infrastructure Coordinator for Region 7, representing the ARA for Management in local and national meetings
- Supports planning, design, development, testing, implementation and management of regional and agency Internet (Web) resources.
- Oversight and coordination of the applications developed and implemented on the Web, long range planning, enforcement of national Web and applications standards and security policy, and guidance in the technical management of Web sites.
- Determines overall technical design and structure of Regional Internet services and coordinates nationally, to ensure consistency and policy compliance of activities related to the National EPA Internet.
- Monitors functionality, security, and integrity of Internet services.
- Maintains current knowledge of Internet architecture and interrelationships of related IT disciplines and resolve technical problems with the design and delivery of Internet services prior to services being made available for general use.
- Collects and analyze Internet services usage and performance statistics.
- Evaluate new Internet services and technologies.
- Maintains familiarity with current Internet application development software tools to act as consultant to senior IT specialists that assist content providers in the development, testing, implementation and maintenance of Internet based information publishing applications.

Regional Web Master Internet/Intranet

The Webmaster's primary function is to maintain the large Region 7 Web site which is comprised of 8,000 pages and files. The Webmaster uses Extensible Hypertext Markup Language (XHTML), JavaScript, Hypertext Preprocessor (PHP), and Cascading Style Sheets (CSS) coding to maintain the Web site and to develop Web pages. The Webmaster is planning for and implementing the transition of the entire Region 7 Web site to the new Content Management System (CMS). The Webmaster provides expert advice on technology, usability, and accessibility; the Webmaster resolves complex

technological problems.

The Webmaster will work with the Office of Public Affairs to develop and maintain information on EPA programs and activities. The position will require updating current information and creating Web content for new and emerging issues. The Webmaster will identify communication needs and work with program staff to develop materials that inform the public of the agency's policies, programs, services and activities.

The explosion in computer technology, particularly as it relates to the Internet, has greatly expanded the type of information that can be distributed; it must be managed effectively to ensure that the public can easily find it. Accessibility and usability are critical to this effort, as well as an understanding of specific audiences (such as students, scientists, elected officials, non-scientists, and people with low-literacy rates).

The Webmaster works in a fast-paced environment with frequent and conflicting deadlines and potentially stressful situations.

The incumbent provides technical support and guidance to the Web Team Content Coordinator, the OPA Director and other staff and managers throughout Region 7 and the agency, including the agency-wide Web Workgroup and Web Council via division, office, and national initiatives on EPA Web site infrastructure projects. The work requires expert knowledge of a broad range of information technology and information management (IT/IM) techniques used in Web site management and electronic information dissemination. Recommendations and analyses provided by the incumbent affect the plans, goals, and effectiveness of programs at the regional and agency levels.

The incumbent contributes to the planning, design, implementation, and use of the regional and agency-wide Web sites as a means of providing access to information to the general public, EPA partners, and EPA employees. She manages and independently performs work necessary to design, implement, maintain, and modify Web site systems to maintain and enhance the Agency's ability to meet the information discovery, access, and delivery needs of our broad and diverse audience around the world. She uses technical and project management skills to perform specialized activities associated with development and design of information systems, web development, systems analysis, and information access policy.

The incumbent in this position performs the following duties:

A. As the Webmaster for the EPA Region 7 Website infrastructure:

- Provides technical input and leadership for the planning and execution of enhancements to the EPA's public and intranet Web site infrastructure.
- Analyzes the Agency's needs for public access infrastructure systems; recommends designs for Web infrastructure solutions.
- Serves as a consultant to the EPA Web Council, especially in the formulation and implementation of its Infrastructure Work Plan.

- Provides programmatic and project management support for public access and intranet site management services.
- Serves as a key member of the Web content management system team to design, develop, deploy, maintain, and enhance that system.
- Works with the EPA Web Workgroup network to design and maintain information architecture, technology infrastructure, and metadata support for EPA's Web site.
- Use HTML, XHTML, PHP, JavaScript and CSS coding to manually maintain Region 7's large, multi-topic Web site.
- Carefully plan project details, including website layouts, optimal navigation, and user interface elements, as well as integration to back-end database systems and emerging technologies. Develop Web scripting as needed.
- Analyze use of web site content and design; take steps as necessary and affordable to improve information content architecture and design.
- Oversee integration of new technologies and databases into the web environment; assesses existing technologies (such as search engine) to make sure they are up to date and meeting new/existing requirements.
- Works with the national Web governing team and OEI staff to develop Web enhancement services and processes, and to implement new technologies.
- Contribute to the development, refinement and implementation of Agency and Regional Web policies and ensures compliance with these policies.
- Make technical upgrades as necessary, which can include writing server directives, fixing broken links, updating code, and other related tasks.
- Assists with defining content and infrastructure and in sharing solutions across the network.
- Monitor web usage and provide statistics for management reporting. Analyze and interpret complex statistics on Web site usage, providing key information to Team Leader.
- Monitor web site performance and make necessary adjustments to insure maximum availability and performance including web site capacity planning;
- Compose and edit photos using Photoshop.
- Works with regional and OEI technical managers to define, promote, and oversee Agency-wide technical standards to ensure that epa.gov is secure and reliable and that there is data integrity.
- Promotes sound public and internal information technology and management planning and goal setting to enable the Region to meet the needs of program offices and federal requirements.
- Advises management on issues relating to implementation strategies, including incumbent policies, procedures, and standards.
- As directed, advises managers on various aspects of information technology and management as they pertain to the Web site infrastructure, information dissemination technology, and other related OEI activities. Meets with other offices and individuals providing information management advice and assistance on information access.

- **Presents issues, findings, and recommendations:** personally presents or supervises the presentation of findings to management.
- **Provides analysis and evaluations of data and information access capabilities** to identify opportunities for improved information management.
- **Develops and recommends changes in operations and resources** in order to correct Web site deficiencies, based on expertise in IT/IM capabilities and emerging information technologies.

Audio/Visual System Specialist

The Audio/Visual (A/V) Systems Specialist is responsible for assisting with installing, configuring, operating and maintaining audio/visual systems and services. Effective communication and coordination with other departments, individuals and staff members, clients, office administrators, and outside vendors and contractors is an essential part of this position.

- Assisting with the delivery, installation, operation and retrieval of audio/visual equipment for daily meetings and events in accordance with the daily conference room schedule and just-in-time requests.
- Operating complex audio/visual systems integrated with video conferencing, projection, audio, video recording, playback and remote control devices.
- Assisting with the coordination of AV support for events held at public facilities, which may include interaction with vendors and other facility support staff.
- Operating video cameras to record programs and events
- Implementation of new technologies, equipment, and network services related to video conference and audio/visual services
- Identifying, troubleshooting, and resolving A/V equipment and connectivity issues.
- Maintaining a thorough inventory of A/V equipment and supplies, and monitoring the repair and replacement of non-working, damaged and/or obsolete equipment.
- Interacting with partners, support staff, office administrators, and clients, and providing individual instruction in equipment setup and operation when needed.
- Ability to set up, interconnect and operate audio/visual equipment, including LCD projectors and screens, DVD-VHS decks, document cameras and computers.
- Ability to integrate meetings with web and audio conferencing.
- Ability to set up, interconnect and operate video and audio equipment, including digital video cameras, audio tape decks, audio mixers, microphones and public address systems.
- Ability to operate complex audio/visual systems integrated with video conferencing, projection, audio, recording, playback and remote control devices.
- Ability to operate portable videoconference equipment, establish point-to-

point and multi- point connections, and interconnect auxiliary equipment such as computers and document cameras.

- Ability to identify, troubleshoot and resolve A/V equipment and connectivity issues.
- Ability to lift, transport and assemble audio/visual equipment.
- Excellent verbal and written communication, organizational, time-management and problem-solving skills.

Adobe Connect Contact and Trainer

- Regional representative on EPA Adobe Connect Users Group
- Conducts user training
- Works with headquarters on reservations and exceptions

SharePoint Site Collection Administrator

This individual is responsible for technical oversight of site collections and the sites that are housed within them and has the ability to control all features, tasks, policies, and settings in sites within the collection.

Typical tasks (but not limited to):

- Technical and content overseer of site collections and the sites within them.
- Point of contact for the site collection.
- Organization's representative to the SharePoint Management Team.
- Control features, policies, and settings.
- Determine and set initial site-collection-level permissions.
- Manage top level site settings and features.
- Remain familiar with the business needs of the site owners and the staff using the site collection.
- Evaluating requests for new sites against governance criteria
- Provisioning new sites
- Disseminating new information about technical requirements, standards, etc. to Site Owners
- Regular auditing of sites to review compliance with the policies set forth in this Governance Plan and supporting documentation

Must be trained in Site Collection Administration

Regional 508 Compliance Coordinator / Reasonable Accommodations

Request technical advisor

Federal Section 508 Coordinators are responsible for organizing and supporting the implementation of Section 508 within their respective departments and agencies and have been appointed by their department/agency as the central point of contact for information concerning accessibility issues and solutions. A complete listing of Section 508 IT Coordinator(s) is available along with a search feature.

Section 508 Coordinators Responsibilities

- Section 508 Coordinator responsibilities include, but are not limited to:

- Defining the roles and responsibilities of the Coordinator, establish a team of subject matter experts to assist, and coordinate all reporting requirements.
- Coordinating the integration of Section 508 accessibility needs into department/agency budget, strategic, and IT capital plans.
- Supporting validation of accessible IT systems performance prior to deployment.
- Coordinating and providing sources of education and training to key personnel within the department/agency, identify available resources, and stay abreast of procurement changes to the FAR that will affect the purchase of any new equipment or software.
- Section 508 Coordinators should establish contacts with other department/agency coordinators to share information about your organization's implementation strategies.

As the Reasonable Accommodations Request Technical Advisor the individual will work with the Regional Reasonable Accommodations support staff to review, test, and recommend technology solutions that will meet approved Reasonable Accommodations Request.

Regional Video Teleconference (VTC) Administrator

Manage the Regions Video Teleconference equipment and services.

- Maintain service and support contracts on all Regional VTC units
- Work with headquarters personnel and RTP Contractors on management, configuration, and deployment of units
- Manage usage and analytic reports
- Supporting all aspects of videoconferencing including call set up, end user training, troubleshooting, and follows through on escalation of trouble incidents occurring during call.
- Lead or assist, as required, with the support (hands-on if necessary) of special events, high profile meetings requiring videoconferencing, as directed by management
- Capable of installing, programming and certifying videoconference codec's.
- Perform first level problem determination.
- Troubleshoot, assess, and coordinate equipment and systems repair as required.
- Create, update, and resolve trouble tickets as assigned as well as monitoring queue.
- Interface with technology vendors for equipment servicing, training, etc. whether warranty or routine maintenance.
- Perform engineering analysis of requirements for Videoconference support and provides work statements of preferred solutions that optimize engineering, management, and cost parameters.
- Remedial maintenance support includes but is not limited to component replacement, installation, troubleshooting, problem resolution, problem escalation, and accurate logging
- Maintain issue and repair logs, or other collection/reporting systems.

- Provide training and client support to end users in the operations of audiovisual systems, when necessary.
- Compile and maintain room and equipment inventory for videoconference database.
- Coordinates videoconference activities with other Client facilities as required (e.g., External Agencies, Special Events, etc.).
- Understand and adhere to Agency's standard operating procedures.
- Provide project management for the installation of new videoconference equipment.
- Create and modify user documentation and standard operation procedures (SOPs) as required.
- Provide technical consultation, support, and act as lead contact for all videoconferencing maintenance.

Building Digital Signage System Administrator

Coordinate and maintain the content of the buildings digital signage system that enhances the experience for employees and managers by providing visual information in key areas of the building.

- Continually and effectively monitors and maintains the Content Management System (CMS) and any other feeding sources (such as HOST) to ensure all digital signage content is broadcast as per established schedules.
- Oversees the uninterrupted operation of the digital signage network and screens.
- Continually monitors the content broadcasted on the digital signage screens to ensure it meets the expected functionality.
- Willingly and proactively partners with management by offering critical feedback about the digital signage content programmed or broadcasted, should he/she feel this can be improved or modified to better functionality.
- Willingly makes last minute changes to content as required, ensuring to verify if unsure of the change that may be required.
- Maintains the digital signage matrix with any content created or edited.
- Willingly assists with the development of new digital signage.
- Willingly assists as required in the content management, maintenance and operation of system servers and content players.
- Works with the Office of Public Affairs Multimedia Section as required on Regional event content.
- Works with local and manufacture support staff to maintain and repair system failures or problems.

VBrick Server Administrator (VEMS, VOD, Digital Signage Content)

- Works directly with contract and manufacture support staff to troubleshoot and resolve problems
- Maintains servers and ensure all updates and patches are applied
- Maintains encoders, set top boxes, and players and ensures all updates and patches are applied
- Responsible for configuration and set up or server services

- Responsible for the configuration, layout and operation of Region 7 IPTV
- Responsible for the management of all users and permissions
- Manages stored video content
- Sets up and configures live recordings from Conference Center Broadcast Booth.
- Maintains a service and support contract on all VBrick components

RoomWizard Scheduling Administrator

- Works directly with contract and manufacture support staff to troubleshoot and resolve problems
- Maintains all RoomWizard device to ensure they are operational and functioning
- Installs, programs, configures, and sets up devices to work with the EPA network and Outlook Calendar Server
- Manages all devices and retrieves reports as requested
- Used web interface and administrative console to manage the daily operation and configuration of all devices.

Contracting Officer Representative (Level 2 Certification)

- Plans procurements
- Prepares Independent Government Cost Estimates
- Prepares procurement request, statements of work and request for quotes for contracts and purchase orders.
- Participates in pre award conferences
- Conducts technical evaluations of proposals
- Responds to pre award inquiries
- Works with contractor to ensure that requirements are understood.
- Monitors progress, government furnished property, cost, overall technical performance and reviews deliverables from contractor.
- Reviews invoices and approves payments
- Inspects and accepts deliverables
- Writes contractor performance reports (CPARS)
- Maintains a Level 2 COR Certification
- Manages multi-million dollar contracts.

Supervisor's Comments:

B) Have the duties which are not reflected in your current Position Description been specifically assigned to you by your supervisor? If so, when? Yes

- National Web Council Infrastructure Coordinator for Region 7 – March 2014
- Regional Web Master Internet – Fall 2012
- Regional Web Master and Content Manger Intranet – Fall 2009
- Audio Visual Support – December 2009
 - 1. VBrick VEMS Server Administration

m. Digital Signage System Administrator

n. Video Teleconference Administrator

- **RoomWizard Scheduling Administrator – November 2012**
- **Contracts (Level 2 Contracting Officer Representative) – December 2009**
- **Web Analytics – Spring 2013**
- **508 Compliance Representative / Reasonable Accommodations – Spring 2010**
- **SharePoint Site Collection Administrator – July 2014**
- **Adobe Connect Contact and Trainer – Fall 2011**

Employee's Comments: **My duties and levels of responsibility have greatly increased since being hired.**

Supervisor's Comments:

Question 2:

Do you feel your current Position Description is accurate and up-to-date in terms of the level of responsibility (degree of supervision received)? **No**

Employee's Comments: **I perform all of my current duties with only administrative supervision.**

Supervisor's Comments:

If Answer #2 is "No":

A) How is the Position Description inaccurate in this respect? (Give examples.)

Employee's Comments:

My supervisor provides administrative direction only by broadly defining mission and functions. I am responsible for prioritizing, planning, designing, and implementing programs, projects, studies, or other work independently. I set my own priorities and coordinate with others, arranging a work schedule that will best meet task objectives and deadlines, even when dealing with events that are out of the ordinary. Analyses, evaluations, and recommendations developed are normally reviewed by management officials only for potential influence on broad Agency policy objectives and program goals. Findings and recommendations are normally accepted without significant changes. All aspects of my daily work are done with little or no direct supervision.

Supervisor's Comments:

B) Has your supervisor specifically stated to you his/her expectations of this "new" level of responsibility? No

Employee's Comments: **I have taken on the responsibility of new tasks and duties and set my own standards**

Supervisor's Comments:

Question 3:

What is your reason for requesting a desk audit?

Employee's Reasons: **I am requesting this desk audit because my duties and responsibilities since hired have greatly increased over time. They have become more complex and more technical and require a great level of skill and knowledge. Most of the duties I have taken over were previously done by employees in the grade of GS13 or GS14. I have been in email and phone contact with the Co-Chairs of the EPA Web Council and my counterparts in the other Regions and have asked if they would share their Position Description and Grade, through this research I have found that all of my equal counterparts hold a grade level of GS13 or GS14. I have also discovered that most of my counterparts perform only web related duties and do not have all of the additional technical duties that I have. For those that do have additional duties I discovered that they are holding a grade on the higher end (GS14). I believe all of my current duties and responsibilities warrant a grade increase.**

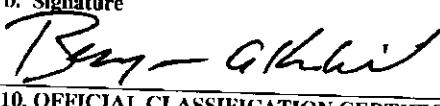
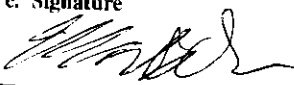
Supervisor's Comments:

Employee's Signature _____

Date 11-6-2014

Supervisor's Signature _____

Date _____

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Lenexa KS		2. POSITION NUMBER 5130040	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Opm Job Family Standard for Administrative work in the Information Technology Group, 2200, 8/03, 9/08, 5/11					
Official Allocation	b. Title Information Technology Specialist (CUST SPT)	c. Pay Plan GS	d. Series 2210	e. Grade 12	f. CLC
4. Supervisor's Recommendation	IT Specialist (Cust Spt)	GS	2210	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Michael Propst			
7. ORGANIZATION (Give complete organizational breakdown)		c. Information Resources Management Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 7		g.			
c. Office of Policy & Management		h. Employing Office Location			
d. Safety Infrastructure & Information Management Branch		i. Organization Code			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ben Krehbiel, IRMS Chief		d. Typed Name and Title of Second-Level Supervisor Janet Shearer, SIIM Branch Chief			
b. Signature 		c. Date 3/12/15		e. Signature 	
				f. Date 3/10/15	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 1043		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required No <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing (No)		i. Classifier's Signature Anjie Williams	
				j. Date 5-5-15	
11. REMARKS					

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

**IT SPECIALIST (CUST SPT)
GS-2210-12**

POSITION SUMMARY:

As an IT Specialist (Customer Support) you will:

- Implement new system hardware and software, and develop standard operating procedures for use;
- Diagnose and resolve computer related problems in response to customer related incidents;
- Serve as Project Officer, Contracting Officer Representative (COR) or Contracting Officer's Technical Representative (COTR);
- Provide customer support for problem solving, integrating and managing functional operations of multiple computer systems, software packages, networks and applications programs;
- Develop outreach strategies and materials to communicate information about system changes.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

30%

Implement new system hardware and software, and develop standard operating procedures for use. Monitor operation of the network and ensure that hardware and software are functioning properly and that operation standards are met. Configure and install network equipment and change the components of existing equipment for efficient operation. Conduct testing to ensure operability, efficiency, and compliance with existing standards. Review, evaluate, and fine tune components to achieve peak efficiency within the overall network connectivity. Perform function tests of the hardware/software to resolve technical problems and ensure appropriate on-site repairs. Provide ongoing support, resolution of problems, and recovery of operating malfunctions involving various hardware components and software failures. Develop standard operating procedures to ensure expedient restoration of the data base for the respective network equipment. Receive network, communication, and related operating systems from various sources such as design centers and commercial vendors to ensure all network hardware and software is maintained.

DUTY 2

25%

Diagnose and resolve computer related problems in response to customer related incidents. Install, configure, troubleshoot, and maintain customer hardware and software; develop and manage customer service performance requirements; develop customer support policies, procedures, and standards, and provide customer training. Integrate a variety of system development activities and new technologies. Review applications to assure compliance with regulations and orient and train users in proper access and usage

procedures. Lead rapid response teams in response to customer service problems resulting from catastrophic events such as virus infections or wide spread power outages. Develop and maintain problem tracking and resolution databases.

DUTY 3

20%

Serve as Project Officer, Contracting Officer Representative (COR) or Contracting Officer's Technical Representative (COTR). Assure contractors perform the technical and management requirements of IT contracts in accordance with contract terms, conditions, and specifications in terms of cost, quality, quantity and schedule. Provide technical advice and recommendations on the statement of work or delivery/task orders in relation to the design, development and deployment of IT systems.

DUTY 4

15%

Provide customer support for problem solving, integrating and managing functional operations of multiple computer systems, software packages, networks and applications programs. Implement innovative techniques and solutions for achieving and maintaining a high level of customer satisfaction. Utilize acquired knowledge and technical expertise to balance customer requirements, available resources and regional goals and objectives while striving to maintain top quality customer service. Serve as a problem solver and advisor and provide operational support for users of IT equipment, software, networks, and systems. Discuss operating problems and procedures with officials and specialists at all levels and identify IT improvements and ways to provide greater effectiveness and economy of services. Review installed systems and diagnose problems encountered in the use of the systems. Review technical and design specifications to address customer requirements. Make recommendations concerning cost effectiveness of modifications to systems or software versus purchasing new or updated systems/software. Develop updates and maintain a comprehensive database of technical and corresponding resolutions. Evaluate and report on new tools and trends in the customer support field.

DUTY 5:

10%

Develop outreach strategies and materials to communicate information about system changes. Communicate to customers, stakeholders and internal and external partners, including states, tribes and the private sector, information about information system changes. Attend information management conferences, seminars, and symposiums to exchange information and keep abreast of new and changing IT methods and techniques. Provide a wide range of timely and appropriate communications (briefings, presentations, talking points, emails, etc.) for the purpose of conveying highly technical information and issues in an easily understandable manner. Provide training presentations to audience members with diverse backgrounds (e.g., technical, non-technical, government, and contractors). Training may include web-based distance learning applications.

Areas of expertise or other related information:

RECRUITMENT KNOWLEDGES, SKILLS AND ABILITIES (KSAs):

- 1) Ability to implement new system hardware and software;
 - 2) Skill in written communication;
 - 3) Knowledge of a wide range of computer troubleshooting techniques, requirements, methods, sources, and procedures to perform a variety of assignments involving IT customer support;
 - 4) Skill in maintaining problem tracking and resolution databases;
 - 5) Skill in oral communication;
 - 6) Knowledge of contract management.
-

FACTOR LEVEL DESCRIPTIONS

Factor 1 - Knowledge Required By the Position

Level 1-7 (1250 points)

Knowledge of a wide variety of applications, operating systems, protocols, and equipment used in servicing organizations sufficient to provide advice and assistance to customers and troubleshoot complex problems.

Ability to interpret IT policies, standards, and guidelines.

Knowledge of and skill in using methods and practices for troubleshooting, recovering, adjusting, modifying, and improving IT systems.

Skill in oral and written communication to prepare and present reports, provide advice and guidance to customers, present formal and informal training and assistance to customers, and report, respond to, and resolve customer requests.

Knowledge of commercial software application packages, software applications available in public domain and through various sharing groups and planned systems for implementation Agency-wide or locally.

Knowledge of contract management sufficient to oversee requirements of IT contracts in accordance with terms, conditions, and specifications.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting policy on own initiative in terms of established objectives. Completed work is reviewed only from an overall standpoint in terms

of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 - Guidelines

Level 3-4 (450 points)

Guidelines are general policies, directives, and agency regulations. Employee is required to use judgment to modify or adapt guidelines to resolve specific complex and/or intricate issues, and ingenuity to devise and plan projects to investigate areas and carry out the work. The employee is responsible for developing and interpreting agency guidelines and uses considerable judgment to determine needed revisions and additions to the guides.

Factor 4 - Complexity

Level 4-4 (225 points)

Work consists of a variety of duties that involve many different and unrelated processes and methods pertinent to the IT field. The employee decides what needs to be done by evaluating unusual circumstances; considering different approaches; and dealing with incomplete and conflicting data. The employee uses judgment and originality by interpreting data, planning the work, and refining the methods and techniques being used.

Factor 5 - Scope and Effect

Level 5-4 (225 points)

Work involves developing and implementing diagnostic and maintenance tools to ensure the availability and functionality of IT systems required to support organizational goals. Work products or services affect a wide range of agency activities and the operations of other organizations. The work results in the continuous evaluation of new technologies that lead to improvements in the agency's systems design and development process and the delivery of high quality information systems that support achievement of core agency mission requirements.

Factor 6/7- Personal Contacts/Purpose of Contacts

Level 3c (180 points)

Contacts are with IT specialists and subject-matter specialists within the agency, state personnel, repair technicians, vendors, and IT corporate representatives outside the agency.

Purpose is to collect and exchange information; plan, coordinate and advise on work efforts; provide consultation on IT problems, and work to resolve issues with software or hardware. Competing objectives or resource problems may complicate day to day efforts.

Factor 8 - Physical Demands

Level 8-1 (5 points)

The work is primarily sedentary. No special physical demands are required to perform the work other than walking, bending, or lifting may be required during field work.

Factor 9 - Work Environment

Level 9-1 (5 points)

The work is generally performed in a typical office setting although some field visits may be necessary.

TOTAL POINTS: 2790

GS-12 Grade Range: 2755-3150

Position Risk Designation: Moderate

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Michael Propst</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Information Technology Specialist (CUST SPT)</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-2210-12</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>EPA Region 7 PLMG/SIIM/IRMS</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>4/10/15</u>
Personnel Specialist's <u>Annie Williams</u>	Date <u>5-5-15</u>

Part 1. Contracts Management Duties

Pre-award: <input checked="" type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input checked="" type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input checked="" type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input checked="" type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: <input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input checked="" type="checkbox"/> Reconciles payments with work performance <input checked="" type="checkbox"/> Closes-out payments <input checked="" type="checkbox"/> Performs cost accounting <input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Percentage of Time Spent on Contracts Management <div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border-bottom: 1px solid black; width: 50px; text-align: center;">10</div> <div style="margin-left: 10px;">%</div> </div>	

Continued

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

☐ Advises Grants Management Office of potential problems/issues

☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☐ Approves payments requests or ACH drawdowns

☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to

☐ Grants Management Office

☐ Negotiates amendments

☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☐ When necessary, recommends termination of the agreement

☐ Resolves with Grants Management Office administrative and financial issues

☐ Conducts periodic reviews to ensure compliance with agreement

☐ Other (list)

Close-out:

☐ Certifies deliverables were satisfactory and timely

☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out

☐ Reconciles payment with work performed

☐ Notifies recipient of close-out requirements

☐ Obtains legal assistance if necessary to resolve incomplete close-out

☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations

☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

☐ Monitors cost management and overall technical performance

☐ Participates in decisions about project modification/termination

☐ Conducts periodic review of Superfund State

☐ Contracts payments receipts (Superfund only)

☐ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☐ Reviews final report

☐ Decides on disbursement of equipment

☐ Reconciles payments with work performed

☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

☐ Certifies deliverables

☐ Resolves close-out issues with Grants Management Office/other agency

☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Percentage of Time Spent on Interagency Agreements Management:

0 %